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ABSTRACT

Designed to train special needs students to search for a job in at least five different ways, this set of activities is the second unit in a nine-unit secondary level career course intended to provide handicapped students with the knowledge and skills necessary to succeed in the world of work. The unit begins with a pretest and vocabulary checklist. A series of thirteen short readings on such job sources as family and friends, employers, employment agencies, public and private agencies and placement offices, schools, unions classified ads, government agencies, and special youth employment centers are included in the first section along with two activities on evaluating job benefits and working conditions. Section 2 contains three activities on want-ad abbreviations and comprehension, and section 3 contains a sample want-ad response letter and an exercise in writing a similar letter. Activities on using the telephone and the yellow pages and calling about a want-ad are provided in the fourth section. Section 5 contains an activity on computing private employment agency fees. A posttest concludes this unit. (The other eight course units are available separately--see note.) (MN)

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ED195644

CAREERS

(A Course of Study)

UNIT II

HOW TO START LOOKING FOR THAT JOB

CE 026 285

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NATIONAL INSTITUTE OF EDUCATION

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

UNIT II: HOW TO START LOOKING FOR THAT JOB

Objective: By the end of this unit, the student will know how to look for an employable job in at least 5 different ways.

UNIT II: HOW TO START LOOKING FOR THAT JOB.

Objective

Introduction to Unit II

Pre-Test

Vocabulary

CHAPTER 1 - Where To Look For A Job

Introduction

Reading 1: Family and Friends

Reading 2: Direct Contact With Employers

Reading 3: The Public Employment Agencies

Reading 4: School-Work Experience And Placement Offices

Reading 5: Private Employment Agencies

Reading 6: Newspaper Advertisements or Help-Wanted Ads

Reading 7: City, County, State, and Federal Government Jobs

Reading 8: Schools

Reading 9: Private Business Employment Offices

Reading 10: Unions

Reading 11: Special Youth Employment Centers

Reading 12: Bulletin Boards

Reading 13: Guest Speakers

Activity 1: Remember that...

Activity 2: What You Should Look For In A Job

CHAPTER 2: Help Wanted! The Want Ad

Introduction

Activity 1: Abbreviation-Match Worksheet

Activity 2: Want Ads

Activity 3: Read 'em

CHAPTER 3: Answering By Letter

Activity 1: Answering A Want Ad By Letter

Activity 2: Practice Writing A Letter For A Want Ad

CHAPTER 4: Using The Telephone And Yellow Pages

Activity 1: Using The Telephone

Activity 2: Using The Yellow Pages

Activity 3: Calling About A Want Ad

CHAPTER 5: The Private Employment Agency

Activity 1: How Much Do I Have To Pay The Private Employment Agency?

POST-TEST

INTRODUCTION TO UNIT II

After you have been trained in a job skill, then you should also know how to look for that job! This unit will give you many ideas and places to look for jobs. Some may be better ideas for you than others. But it is nice to know a lot of different ways to look for a job, in case one of the ways doesn't work for you.

There is some reading to do at the beginning of this unit that will tell you how to look for a job. After you do the reading, then you will get to do worksheets to practice what you learned.

If you want help with the reading or the worksheets, you can ask your teacher or you can get together with a friend.

HOW MUCH DO YOU KNOW?

KEY WORDS:

Tell your teacher the meaning of each of these words:

Want Ad	California State Employment Service
Agency	Public
Employment Agency	Private Employment Agency
Apply-In-Person	Classified Advertisements (Ads)
Department of Human Resources Development	

List and explain the five different ways you would go about getting a job:

1. _____

2. _____

3. _____

4. _____

5. _____

List two friends or relatives you would ask for a job:

	NAME	RELATION	PLACE OF EMPLOYMENT
1.			
2.			

Find two want ads that you would be interested in answering:

(Either copy them below or paste them in.)

1.

2.

WANT AD SKILLS:

Want ads from the newspaper. Fill in the form below about one of the want ads from the last page.

A. Write out the full meaning of the want ad here:

B. What skills will you need to do this job? Be specific.

1. _____

2. _____

3. _____

4. _____

5. _____

C. What other information does the ad give you?

1. Age: _____

2. Skills: _____

3. Place: _____

4. Wages: _____

5. Hours: _____

6. Other: _____

WORDS YOU SHOULD KNOW

These are words you should know before you start this unit. If you don't know these words, see your teacher for some help.

1. direct contact
2. advertisements
3. agent/agencies
4. job market
5. qualifications
6. require/requirements
7. suggestions
8. referral card
9. salary
10. well-organized
11. Department of Human Resources Development
12. abbreviation
13. apply-in-person

WHERE TO LOOK FOR A JOB

CHAPTER 1

WHERE TO LOOK FOR A JOB

Reading #1-#13

The next few pages will talk about ways that you can find a job.

If you have picked one or many kinds of job goals, and have looked at your interests, aptitudes, skills, experience, (as Unit I), you are ready to choose a job.

You should not let a job choose you! You may be looking for a part-time job to buy a car, buy some clothes, or save some money to go on a trip. You may already be looking for the full-time job that you can begin after you are out of school. If so, here are some ways of looking for jobs.

In order for you to be able to choose the job that is right for you, you will have to know how to look for that job. You may have had a friend tell you about how lucky he was because he was offered a job as soon as he was out of school and that he didn't have to look for a job. If it turns out to be the right job for him, then he was really lucky! But most often, those who take the first job that there is are the ones that are chosen by their jobs. They may spend months or even years on a job which is not really a good job for them. It just makes sense that the more chances you have to choose from, the better your chances of finding the right job for you. Some of the different ways of looking for a good job are listed on the following pages. These are very important!

FAMILY AND FRIENDS - One of the best sources of job openings may be members of your own family and friends. They may not have jobs to give you, but if they are working, then they are in the business world everyday and may hear of job openings which you can do. If you have a friend who has just started working, then he or she may have some job leads which are right for you. It is a good idea to follow up on every job lead, even though it does not seem to be just what you are looking for. It is good practice for that job you may really want later.

Make a list of those people who might help you with finding jobs, beginning with the members of your own family and add to it the names of friends of your family. This should include those who are in business and might be able to hire you. You should also have friends who work for companies where you think you might like to work. Then, add the names of your own school friends and your neighbors who have jobs. A school friend's father may work for a company that is looking for someone with your qualifications. There is nothing wrong with getting a job from a member of your family or a friend as long as you can do the work. Many jobs that you can do are never listed with any "Help-Wanted" ads in the paper - because they are filled by company employees, friends, or relatives.

UNIT II
CHAPTER 1
Reading 2

WHERE TO LOOK FOR A JOB

DIRECT CONTACT WITH EMPLOYERS: Making direct contact with employers is a good way to find a job! You may find you want to do some looking on your own, without ads or agencies, or family. If you want to do this, you will find it helpful to go through the yellow pages of the telephone book for ideas of companies that you might want to call. Looking for a job in this way can be hard because you do not know if there are any open jobs, and sometimes you do not know anyone in the company. However, if you check with enough businesses, you will probably find some are looking for workers with your skills. There are a lot of other ways you can go about job hunting, but direct contact is the way most people take.

THE PUBLIC EMPLOYMENT AGENCIES - The public employment agencies are under federal and state laws. In California, the state employment service is now a part of the new Department of Human Resources Development. Many businessmen list jobs with these state departments of employment, and you should fill out an application form in your local office. You will be interviewed to find what your interests and qualifications are. When a job is listed which seems right for you, you will be called into the office and given a referral card to take with you on an interview that they have set up for you.

The state employment service has a list of most of the job openings in your area. The people or the employment service can help you find the job that fits you best. They can also help you get more training to get a better job. They make special efforts to find jobs for those who have extra trouble in finding work because of some physical handicap, a prison or police record, or other special problems. They can also find jobs for those who speak little or no English.

The state employment service tries to match workers with the jobs that are around. They try to get the best job for all workers who apply, even if the person already has a job. And the people at the employment service try to place the best worker in each job opening. The state employment service has training programs that can teach you new skills to help you get a better job. Look in the telephone book for the address of the state employment service in your area.

It will be listed under the Department of Human Resources Development. It can provide four important things for you:

1. It can shorten the period that you will be without a job.
2. It can cut down your loss of money because you do not have a job.
3. It can save you money on job hunting. There is no cost or fee when you use the state employment service. And travel expenses will be less because you will not have to find your own jobs. The state employment service already has job openings for you.
4. It can help you move up to a better and higher paying job. This will be done by giving you training. You would receive pay while being in the training program. The state employment service will also provide someone to help you if you can't speak English.

The address and phone number of the closest Department of Human Resources Development:

_____

_____

_____

SCHOOL-WORK EXPERIENCE AND PLACEMENT OFFICES - Your school has someone to help you find job openings. Your school also has a good program of work-experience which gives both vocational (job) counseling and job placement. Your school can be quite good in putting you on a job because they know you well. No one will be more interested in your getting the right job than the job counselors or teachers at your school. However, don't just sit back thinking that they will take care of everything for you. They won't do it for you. They will just help you. Your chances of getting a job that is right for you are good if you are willing to work hard at job hunting.

PRIVATE EMPLOYMENT AGENCIES - In almost every large city there are private employment agencies. Private employment agencies can help you find a job, but often it will cost you money $$$$!! (Some of these agencies will find you a job for free.) They usually will not take an application from someone they think is not able to do the work. When you make an application with a private agency, you must sign a contract to pay so much money of your first few months' salary. Private agencies often know about jobs which are not listed with the state employment service. They should not be overlooked. But remember they cost you money. You may see ads by private employment agencies in the classified section of the newspaper listing jobs and asking you to call them. Just remember that these are not employers you are calling, but an employment agency that will charge you money to get you a job.

If you go to a private employment agency be sure you understand these things:

a. Who pays--you or the employer?

b. If you pay, how much will it cost? Fees usually range from 5% to 15% of your yearly pay, depending on how much you make.

c. How do you have to pay? In one month or over many months?

(There is a worksheet later in this Unit that will help you tell how much you will end up paying the private agency.)

NEWSPAPER ADVERTISEMENTS or HELP WANTED ADS - If you get into the habit of reading the want ads in your newspaper, you will learn a lot about the job market. 'You will have a good idea about what salaries are being offered for what kinds of work. It will also give you an idea about what the qualifications are, for the kind of work you are looking for. You should follow up every newspaper ad which looks like it might lead to the job you are seeking by calling or writing to them. However, be careful! Do not apply for a job that wants you to give them money. These many times are not jobs at all, but people trying to sell you things. Other adds may require that you take a course for which you must pay money before you are hired. These are usually ways to get you to go into a special school instead of wanting to hire you for a job.

CITY, COUNTY, STATE, AND FEDERAL GOVERNMENT JOBS - City, county, state, and federal government agencies hire many kinds of workers. These jobs have a number of advantages, because they are under a civil service or merit system which protects workers from being fired unfairly. The pay and working conditions are usually quite good. Since the U.S. Government is the largest employer in the country, many new employees are hired each year for many kinds of jobs. So keep government jobs in mind as you look for a job.

SCHOOLS - In most cities, another important source of jobs is the local school district. In addition to teachers, schools must hire many other kinds of worker. Among them are accountants, secretaries, stenographers, file clerks, switchboard operators, library clerks, gardeners, custodians, cooks, nurses, maintenance workers and aides. Working conditions are usually very good. If you are interested in working in your local schools, check with the school district's personnel office or the superintendent's office. Colleges also hire for the same type of jobs as lower schools.

PRIVATE BUSINESS EMPLOYMENT OFFICES - Some large plants and businesses have their own employment offices. If you want a job in a certain company, you can go directly to the personnel office and apply. If you visit a business or factory to ask about a job, follow the rules for a good personal appearance and be sure to take your personal Data Sheet with you.

UNIONS - If the job you want is regulated by a trade union, check with the local union office for job openings. You can find the names and addresses of different labor unions in the yellow pages of a telephone book. The labor union may help you get a job. Do you need to join the union to get the job you want? What is the cost of joining the union? Can you take a job and join the union later? These are questions to ask at the union office.

SPECIAL YOUTH EMPLOYMENT CENTERS - In large cities there are special youth employment centers. But remember the state employment service is free. They will tell you about your skills and abilities and also contact employers for you. All of these services you can have for no charge to you or the employer.

Fill in the address and phone number of your local state employment agency or special youth employment center, if there is one in your area.

Name of Agency_____

Address_____

_____

Phone_____

BULLETIN BOARDS - There are several different places for bulletin boards that you may want to check when you are job hunting. You may find jobs listed on the bulletin boards in a post office, city hall, libraries, or other public buildings. If you are a student looking for part-time work or a summer job, check your school bulletin board at your work experience office.

GUEST SPEAKERS - Many high schools have employers visit their campus to tell about jobs. This is a way for you to hear about jobs and what you would have to do in that job. The reason they have these speakers is not to hire people but to let you learn about places of employment. They also let you see what employers are looking for. These people will not hire you, but you may get an application form. When your school has one of these speakers, be sure to go hear them.

REMEMBER THAT....

This worksheet will help you get your mind set on what you want for later.

Remember that:

a) The more employers you have written on your list, the better your chance of getting the job that is right for you. (Use family, friends, neighbors, companies you want to work for)

b) Having a lot of possible employers will keep you from having to take the first job that comes along.

In deciding which job to take, you should think about which:

a) Interests you the most

b) The one that fits your personality and life style

c) The one you can do best

d) The one that pays rather well

e) The one that gives chances for getting ahead

f) The one that gives good working conditions

List all the people you know who might help you get a job: family, friends, neighbors...

Then list all the places you think you might like to work for: Alpha Beta? Joe's Garage? Disneyland?

PEOPLE	PLACE

If you were Bill, what would you choose? Ten dollars a week more or benefits and a chance for advancement?

Bill thought about these benefits for a while. Then he decided they were worth much more than the $10 a week additional salary being offered by the other company. Even if he didn't get the job with the factory, he would always look for fringe benefits in the future.

Complete the following statements by writing the letter of the best answer in the blank space.

1. Fringe benefits are_____
   a) yearly pay raises
   b) advantages you get besides your salary
   c) overtime payments
2. Medical insurance is_____
   a) money to pay your doctor's bills
   b) money paid when you die
   c) money to go to medical school
3. A pension plan helps you _____
   a) when you go to the hospital
   b) when you go to school at night
   c) when you retire
4. Hospitalization Insurance
   a) helps pay the hospital bills
   b) helps you pay the dentist
   c) helps you retire early
   d) helps you when you die

5. Life Insurance

a) is money in your pocket

b) is salary

c) is money paid to your family when you die

d) is money to pay bills

WHAT YOU SHOULD LOOK FOR IN A JOB

Bill filled out his application in the School Career Center. Then he answered a few questions asked by Mrs. Grady, an interviewer. Bill looked nice, was polite, and answered Mrs. Grady's questions well. Mrs. Grady thought she could help him.

"Well, Bill," she said, "there are two jobs I could send you out on today. One is for a truck driver's helper with a grocery company. It pays $105 a week. The other is for an assembler with a factory. It pays $95 a week."

"The first job sounds pretty good to me," said Mike, "I like the salary."

"Frankly, Bill," Mrs. Grady said, "I'd rather send you out on the second job. Even if it pays less money right now, it offers many fringe benefits that the other job doesn't. In the long run it's a much better job."

Bill had never thought about fringe benefits, so Mrs. Grady explained.

"Fringe benefits," she said, "are advantages the company gives you besides your regular salary. You don't see them in a pay check, but they are worth a lot of money. The benefits offered by the factory are excellent."

Here's what the factory was offering:

1. A LIFE INSURANCE POLICY paid for mainly by the company.
2. MEDICAL INSURANCE, paid for by the company. If Bill got sick, most of his doctor's bills would be paid for.

3. HOSPITALIZATION INSURANCE, paid for by the company. If Bill had to go to the hospital, most of his bills would be paid for.
4. SICK LEAVE. The company would pay Bill up to three weeks salary if he were kept out of work by sickness.
5. A PENSION PLAN, paid for mainly by the company. When Bill retired, he would continue to receive money from the company.
6. A TUITION PAYMENT PLAN, if Bill wanted to go to school at night in order to get a promotion, the company would pay his tuition.
7. VACATION PAY, the company would pay Bill's salary while he was on vacation.
8. A CHANCE TO MOVE UP, the company offered promotions based on length of service and ability.

HELP-WANTED! THE WANT ADS

CHAPTER 2

HELP-WANTED! THE WANT ADS

A want-ad is usually found in the "Help-Wanted" section of the newspaper. This is a good way to look for a job.

Many times in order to save space and give more information about a job, many employers will abbreviate (write in a short way) many words.

It is hard to understand abbreviations in Want-ads unless you learn them. This chapter is to help you learn to read want-ads.

READING THE HELP-WANTED ADS

Use this list of Want-ad words and abbreviations to help you in reading and understanding the want-ads in your newspaper and worksheets. Look at words and abbreviations before you try the worksheets on want-ads that follow.

WANT-AD WORDS AND THEIR ABBREVIATIONS

adv.	advertising
aft.	after
a.m.	morning
appt.	appointment
asst.	assistant (helper)
bet.	between
bgn.	begin or beginning

bldg.	building
bus.	business
clk.	clerk
co.	company
coll.	college
comm.	commission (pay based on how much business you do)
const.	construction
corp.	corporation (big company)
dept.	department
dir.	director
div.	division (part of a company)
elec.	electric
empl.	employment
eqpt.	equipment
etc.	and so on
eves.	evenings
exc.	excellent
exp.	experience
ext.	extension (some telephones have an extension number)
ftr.	future
gd.	good
gen.	general
grad.	graduate
hosp.	hospital
hqtrs.	headquarters (main office)

hr.	hour
hrly.	hourly
H.S.	high school
hvy.	heavy
incl.	including
ind.	industrial
jr.	junior (beginner or assistant)
lic.	license
lt.	light (a little)
mach.	machine
maint.	maintenance
manuf.	manufacturing (making things)
mech.	mechanical or mechanic
med.	medical
mgr.	manager
mo.	month
nec.	necessary (must have)
op., oper.	operator or operate
pd.	paid
p.m.	afternoon or evenings
pref.	prefer
pt.	part or part time
refs.	references
sal.	salary
secy.	secretary
sh.	shorthand

sr.	senior
temp.	temporary
trnee.	trainee (beginner)
typ.	typing or typist
U-W	Underwriter (insurance salesperson)
wk.	week or work
wkr.	worker
wpm.	words per minute
yr.	year

ABBREVIATION-MATCH WORKSHEET

This worksheet is to help you practice reading the job want-ads that are in the newspaper.

Match each word with its abbreviation by writing the letter of the right word in each blank.

1.	____exp.	a.	afternoon
2.	____yrs.	b.	between
3.	____a.m.	c.	maintenance
4.	____aft.	d.	equipment
5.	____sal.	e.	high school
6.	____wk.	f.	heavy
7.	____pd.	g.	construction
8.	____appt.	h.	excellent
9.	____mech.	i.	morning
10.	____grad.	j.	graduate
11.	____mo.	k.	trainee
12.	____pt.	l.	after
13.	____temp.	m.	salary
14.	____asst.	n.	week or work
15.	____H.S.	o.	experience
16.	____const.	p.	appointment
17.	____wkr.	q.	years
18.	____hvy.	r.	worker
19.	____bet.	s.	month
20.	____comm.	t.	company

21.	____trnee.	u.	paid
22.	____eqpt.	v.	temporary
23.	____co.	w.	mechanic
24.	____p.m.	x.	assistant
25.	____maint.	y.	commission
26.	____exc.	z.	part

WANT-ADS

Read the two help-wanted ads below.

In the spaces under the ads write each abbreviation and its word meaning. Be sure to ask for help if you want it. You can do this exercise out loud with a teacher or a partner.

HELP-WANTED

Receptionist for med. office. Must have at least 1 yr. exp. typ 45 wpm. Exc. ftr. Sal. open. Phone 261-6384 bet. 9-11 a.m.

HELP-WANTED

Welder 2 yrs. exp. nec. Hvy eqpt. maint. Gd. pay. Machine shop. North of city Call 472-6072 for appt. aft. 5 p.m.

RECEPTIONIST

1.	_____	_____	8.	_____	_____
2.	_____	_____	9.	_____	_____
3.	_____	_____	10.	_____	_____
4.	_____	_____			
5.	_____	_____			
6.	_____	_____			
7.	_____	_____			

WELDER

1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____
5. _____ _____
6. _____ _____
7. _____ _____
8. _____ _____
9. _____ _____
10. _____ _____

READ 'EM

Listed below are some sample HELP-WANTED ADS. Read each ad and check the information given about each job. Use the information to do the worksheet on the next page.

HELP-WANTED

1) LUBE PERSON & PARTS CHASER
Imported car dealership needs hard working young individual with exp. Driver's lic. nec. Good pay, working conditions, & advancement possibilities. Apply in person. Mr. Jones 25 Valley Dr., Fullerton

2) SERVICE station (2) attendants, full time, day or night shift Call 946-9393.

3) BLDG CUSTODIAN, Full Time, Days. Experience preferred. Must have driver's lic. Call 848-8824

4) NEWSPAPER ROUTE
Early morning, extra income, car necessary Phone 442-0555. Call before noon only.

5) MAINTENANCE SUPERVISOR FULL TIME
for apartments. Retired or near retirement age with knowledge of furniture repair, plumbing, and carpentry work. Live in, plus salary. Write P.O. Box 29. Give qualifications & phone number.

6) PARKING LOT ATTENDANT Part time. Apply 73 S. 25th St. Joe Davis, Owner.

7) NURSE'S AIDES, mature person, 10 to 8 a.m. shift, nursing home. Excellent fringe benefits. Call 768-2343 for appointment, 8 a.m.-12 noon.

8) WAITRESS, WAITER - exp. nec. Apply in person bet. 1-4p.m. Ted's Steak House. 195 Park St., Anaheim

9) DRAPERY. Experience Garmentmaker & Drapery Machine Operator for East Branch store. For appt. call 112-8513 before 5:00 p.m.

10) SALES CLERK, RETAIL
Full time. National Drug Co. at Smith ave. & Johnson St.
Apply in person only.

11) SHIRT PRESSER WANTED
101 N. Rose Tree Ln.
Telephone: 454-6767

12) SEMICONDUCTOR ASSEMBLERS
Exp. in assembly of small parts. High degree of manual dexterity necessary. Employment office: 2502 Stuart Rd.
Permanent Job. Good pay.

An Equal Opportunity Employer

HELP-WANTED - EMPLOYMENT AGENCIES

13) Plumbers, Cooks, Carpenters, Day Workers, Chauffeurs, & Gardeners. King Employment Agency, 52 Radnor Walk, 623-4033. Modest fee.

14) SALESPERSON, sell baby portraits, No house to house. Leads furnished. Top comm. Paid daily. (206)314-7788. After 5 p.m., call 915-7487.

This activity will help you read want-ads even better. Use the help-wanted ad from the page before this and find the answers to these questions. Write your answers in full sentences.

1. To find out about the nurse's aide job, what time should you call? (see ad #7)

_____

2. How many attendants are needed at the service station? (see ad #2)

_____

3. Between what hours should a person apply at Ted's Steak House? (see ad #8)

_____

4. What is the address and who is the owner of the parking lot? (see ad #6)

_____

5. What telephone number would you call for the building custodian's job? (see ad #3)

_____

6. Besides experience, what else is needed for the job of lube and parts person? (see ad #1)

_____

7. What are two requirements for the job as maintenance supervisor? (see ad #5)

_____

8. Where is the National Drug Company located? (see ad # 10)

_____

9. What is the telephone number of the King Employment Agency? (see ad #13)_____

10. If you got a job through the King Agency who would pay the fee? (see ad #13)_____

_____

11. What telephone number would you call for the job as garment-maker? (see ad #9)

_____

12. What time of day should you call for the newspaper route? (see ad # 4)_____

13. What is the address of the Equal Opportunity Employer? (see ad # 12)_____

UNIT II

ANSWERING BY LETTER

CHAPTER 3

ANSWERING A WANT-AD BY LETTER

Standard Oil Company wants 20 men age 18-15 to train as assistant managers for Standard Service stations in Los Angeles area. Earn while you learn. Write Bud Collins, Standard Oil Company, 310 Ocean St., Long Beach, CA Give age, education, experience

This ad in the LA Times caught Jim Barr's eye at once. The job seemed just right for him. He'd taken an auto mechanic's course in a vocational high school and he had worked the past summer pumping gas in a service station. Now the trick was to write a good letter. Jim remembered all the rules he'd learned for writing a business letter in school. When he was finished, he showed it to a friend to check his spelling, punctuation, and grammar. Then he carefully rewrote it. Here's how Jim's letter came out:

S A M P L E L E T T E R

Jim Barr
896 Dean St.
Long Beach, CA
July 6, 197_

Mr. Bud Collins
Standard Oil Company
310 Ocean St.
Long Beach, CA

Dear Mr. Collins:

I am writing to you to apply for a job as assistant service station manager that you advertised in the LA TIMES on July 6. Here are my qualifications:

I am 18 years old and a graduate of Sonora High School. I completed a three-year course in auto mechanics and also had courses in drafting, electronics, and bookkeeping.

Last summer I worked full time as an attendant at a Standard Service Station, 204 Brea Blvd., in La Habra. My boss there was Mr. Roy Clarke.

I also have my own car and make all the repairs on it myself.

I am sure I could do a good job for you as an assistant service station manager. I would greatly appreciate a personal interview. If you wish to call me, my telephone number is PE 7-6249.

Sincerely yours,

Jim Barr

Just like Jim, when you answer a want-ad by letter, you should make sure these things are in the letter:

1. Education that might be useful on the job;
2. Job experience;
3. A reference;
4. Things you can do that might be useful on the job;
5. A request for a personal interview;
6. Your telephone number.

These things will make answering a want ad by letter easy for you.

UNIT II
CHAPTER 3
Activity 2

PRACTICING WRITING A LETTER FOR A WANT AD

Now it's your turn to write a letter to answer a want ad.

1. Cut out a want ad from the newspaper or use one from a worksheet.
2. Write a letter in answer to this ad. Please print your letter.
3. See the sample letter below to help you write your letter. Use pencil for first copy. Print second copy in ink.

SAMPLE LETTER

YOUR ADDRESS

CITY, STATE, ZIP CODE

DATE

NAME OF COMPANY

ADDRESS OF COMPANY

CITY, STATE, ZIP CODE

Dear Sirs:

I read your notice in the (name of newspaper) about the (name of job), (date), (item number), and would like to find out more information.

May I make an appointment with you, at your convenience. I can be reached at the above address, or I can be called at my home phone from (time) each day. Thank you for this courtesy.

Very sincerely,

(Your signature)

UNIT II

USING THE TELEPHONE AND THE YELLOW PAGES

CHAPTER 4

USING THE TELEPHONE

Use the telephone to save time and money as you look for a job. You may phone any job to ask if there are openings and what days and hours the company is interviewing people (if they are hiring). Knowing this will help you to plan you job hunting. However, do not expect to get a job over the phone. You will always need to apply in person at the place that has a job opening.

Have a pleasing telephone voice. Watch your telephone manners. You can either sell yourself or "blow it" with your telephone voice and manners. Here are some important pointers on how to use a telephone in asking for a job interview:

* Speak clearly and loud enough to be understood. Develop a friendly speaking voice.
* Say who you are. Give your name.
* Ask to speak to the person in charge of hiring.
* Use the name of personal reference (someone who they know that can speak well of you) if you have one.
* Say why you have called. Give the name of the job you are interested in, if you know it.
* Ask for an appointment for an early interview.
* Be sure you understand as much as you can about the job; get the interview date, what room to go to, and the time you are to see the person.
* Get the name of the person you are talking to, you may need to call her or him again.
* Say "thank you" before you say "good-bye."

USING THE YELLOW PAGES

Your telephone book has information which can help you in your job hunting. Most telephone directories have an Index to the yellow pages or classified section of the book. This Index shows all of the business headings that are listed in the yellow pages. For example, you would look under the heading "automobiles" to find information about cars listed in the yellow pages. The yellow pages are an important source of possible jobs for you. For example, if you wanted to work for a printer, you would look for the heading "Printers." Then you could choose the names of different printers listed under that heading to visit and inquire about a possible job opening.

Use the yellow pages of a telephone book to do the following exercises.

A. Find the listing of a grocery store, a restaurant, a construction company, a hospital, a garage, and a school. List the name, address, and telephone number of each of these in the spaces below. Check the Index.

NAME ADDRESS TELEPHONE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

B. Copy the names, addresses, and telephone numbers of two bus lines where you might apply for a job.

NAME ADDRESS TELEPHONE

1. _____
2. _____

C. Find the name, address and telephone number of the local office of your state employment service. Find the state of California then look under the Department of Human Resources Development.

NAME ADDRESS TELEPHONE

_____

D. If you wanted to apply for a job as an orderly or nurse's aide, under what heading in the yellow pages would you find the necessary job source? Check the Index.

_____

Write the name, address, and telephone number of the first one listed under this heading.

NAME ADDRESS TELEPHONE

1. _____

E. Find the names, addresses and telephone numbers of two local building contractors.

NAME ADDRESS TELEPHONE

1. _____

2. _____

F. Copy the names, addresses, and telephone numbers of three private employment agencies.

NAME ADDRESS TELEPHONE

1. _____

2. _____

3. _____

G. Find the names, addresses, and telephone numbers of three business, vocational, or technical schools at which you might receive training for a good-paying job.

	NAME	ADDRESS	TELEPHONE
1.			
2.			
3.			

CALLING ABOUT A WANT AD

This is going to help you make phone calls about want ads.

1. Ask for the person named in the want ad.
2. Tell him what you are calling about.
3. Answer all his questions about yourself and your job experience.
4. Find out what you need to know about the job. Where is the job located? What are the hours? What work will you be doing? What is the pay?
5. Have a paper and pencil ready before you call. Be sure you get the address and the name of the person you are supposed to see. Write it down so you won't forget!
6. Find out when you should go there. What day and at what time.

Below is a want ad that appeared in a newspaper and the talk on the phone when Jim followed up on that job opening.

> Part-time work in drugstore. Sales, some stock work. After school and Saturdays. Call Mr. Johns, 694-3214.

In the conversation below, Jim followed the rules for answering a want ad by telephone. Read this with a partner. You be Jim (or yourself) and your partner can be Mr. John's.

VOICE: John's Drugstore. May I Help you? _____

SUE: I'd like to talk to Mr. Johns, please. _____

MR. JOHNS: This is Mr. Johns speaking. _____

SUE: Mr. Johns, this is Sue Holt. I'm calling about the part-time job you advertised in the TIMES. _____

MR. JOHNS: Oh, yes. Are you attending school? _____

SUE: Just baby-sitting. But I need a job and I am willing to work hard. _____

MR. JOHNS: Well, this job goes from 5:00 to 7:00 on weekdays, and 10:00 to 4:00 on Saturdays. Can you work those hours? I need someone who will be reliable and come everyday. _____

UNIT II

THE PRIVATE EMPLOYMENT AGENCY

CHAPTER 5

HOW MUCH DO I HAVE TO PAY THE PRIVATE EMPLOYMENT AGENCY?

This is about the private employment agency and the want-ads:

> Assistant to Office Manager. High school grad., some experience. Must type, know office machines, Good opportunity. Eagle Agency, 421 Main

This sounded like a good job to Frank G. He had had experience in an office. He was a high school graduate. He went down to the employment agency to find out about the job.

When he went in, he was given a job application to fill out. After he had finished it, he talked to the interviewer. They talked about the job that was offered, and then the interviewer said, "You know this is a private employment agency. When we find you a job, we charge you a part of your salary. That is our fee for helping you to find a job. Here is the chart that will show you what we charge."

Frank didn't like the idea of paying a fee to get a job. But he decided it would be worth it to get the job he wanted, so he agreed. The private employment agency gave him the address to go to, and the man to see. Frank got the job.

Because Frank got the job, he had to pay a fee to Good's. He was to get a starting pay of $140 per week. The fee was based on his monthly salary.

The Good's Agency told Frank he owed them $273.45. Frank wanted to make sure Good's was charging him the right amount. He used this chart, which was on the back of Good's application form.

UNIT II
CHAPTER 4
Activity 1 continued

GOOD'S AGENCY FEE CHART

If Your Weekly Salary is	Then Your Monthly Salary Will Be	And Your Yearly Salary Will Be	The Per Cent Of Your First Month's Salary The Agency Takes Is	The Fee You Will Pay To The Agency Is
100.00	433.34	5200.00	25%	108.34
120.00	520.00	6240.00	35%	196.00
140.00	606.66	7280.00	45%	273.45
160.00	693.34	8320.00	50%	346.67
200.00	866.66	10400.00	60%	520.00

63

64

WHAT MUST BILL PAY:

Here is how Bill figured out how much he owed:

1. He looked at the table of fees.
2. He saw that if his weekly salary was $120, then his monthly salary would be $520.
3. Bill saw that for a monthly salary of $520, the agency fee was 35% of his first month's salary.
4. Bill saw on the chart that 35% of the $520 amounted to $196. Bill would have to pay the Eagle Employment Agency $196 for helping him to get his job.

TRY THESE:

Using the same chart Bill did, see if you can solve these problems:

1. You were just hired as a clerk-typist for $100 a week. How much do you owe the agency? $____
2. You just got a job as an insurance sales trainee. Your annual salary is $7280. How much do you owe the agency? $____
3. Your new job as secretary pays you 10,400.00 a year. What percentage of your first month's pay does the agency take? ____% How much do you owe the agency? $____
4. You get a job as a school aide making $520.00 a month. What will be the amount you owe the agency? $____
5. The agency finds you a job paying $160.00 a week. What must you pay them? $____

UNIT II
POST-TEST

HOW MUCH DID YOU LEARN?

KEY WORDS:

Tell your teacher the meaning of each of these words:

Want Ad	California State Employment Service
Agency	Public
Employment Agency	Private Employment Agency
Apply-In-Person	Classified Advertisements (Ads)
Department of Human Resources Development	

List and explain the five different ways you would go about getting a job:

1. _____
2. _____
3. _____
4. _____
5. _____

List two friends or relatives you would ask for a job:

	NAME	RELATION	PLACE OF EMPLOYMENT
1.			
2.			

UNIT II
POST-TEST

Find two want-ads that you would be interested in answering:

(Either copy them below or paste them in.)

1.

2.

WANT AD SKILLS

Want ads from the newspaper. Fill in the form below about one of the want ads from the last page.

A. Write out the full meaning of the want ad here.

B. What skills will you need to do this job? Be specific.

1. _____
2. _____
3. _____
4. _____
5. _____

C. What other information does the ad give you?

1. Age: _____
2. Skills: _____
3. Place: _____
4. Wages: _____
5. Hours: _____
6. Other: _____

Test what you learned over the last Unit. Write the letter of the right answer for each statement in the blank space to the left of the number.

_____1. In a want ad, the abbreviation hosp. probably means
(a) no experience necessary (b) advancement
(c) trainee (d) hospital

_____2. In a want ad, the abbreviation oppty. probably means
(a) no experience necessary (b) advancement
(c) trainee (d) opportunity

_____3. In answering a want ad by telephone, you should <u>not</u>
(a) talk to the person named in the ad (b) refuse to answer questions (c) get the address of the place you should go (d) find out when you should go

_____4. Which one of the following groups charges you a fee to help find you a job? (a) The State Employment Service (b) The private employment agency
(c) The company personnel department (d) None of these

If there are some things you didn't remember, go see your teacher and they can help you get more learning, so that it will be easier for you to get a job.